

LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
APPLICATION FOR USE OF BURTON W. CHACE PARK

Mailing Address Only
13837 Fiji Way
Marina del Rey, CA 90292

(Not for mail)
Park Location Only
13650 Mindanao Way
Marina del Rey

PERMIT:

Fee: \$ _____ Total

(Use \$ _____)

(Ins \$ _____)

Receipt No _____

Date of Use _____ Hours: From _____ to _____

Type of Activity _____ Number Expected _____

Name of Organization/Person _____ (telephone) _____

Applicant address _____ (Street) _____ (City) _____ (Zip) _____

PLEASE CHECK IF EVENT WILL BE OPEN TO:

- _____ 1. The public at no charge. _____ 4. Members and/or guests only.
_____ 2. The public by admission charge. _____ 5. Will it be catered? Yes _____ No _____
\$ _____ Amount of charge to event participants. Name of Caterer _____
_____ 3. The public by donation.

If funds are to be raised, for what purpose? _____

Signature of Applicant _____ (Date) _____

If fee is assessed for your activity make check or money order payable to County of Los Angeles.

Must follow all rules & regulations of park.

DO NOT WRITE BELOW DOTTED LINE

USE PERMIT
BURTON W. CHACE PARK
PICNIC SHELTER "A"

Request of _____ to use Picnic Shelter "A" on _____ date(s) _____ (hours)
for _____ as described on the organization's _____
(event)
application to the Department Beaches & Harbors has been approved _____; disapproved _____. All other
required permits have been obtained and any necessary fees have been paid.

(signature)

(date signed)

(title)

Department of Beaches and Harbors, 13837 Fiji Way, Marina del Rey, CA 90292
Phone: (310) 305-9595

BURTON W. CHACE PARK COMMUNITY BUILDING
GENERAL USE INFORMATION

13650 Mindanao Way
Marina del Rey, CA. 90292
Phone (310)305-9595 Fax (310)821-3609

Applications for use:

Applications for use of park building facilities must be submitted at least two weeks in advance of the requested date, but not more than 6 months prior to the event date.

Permit applications must include entire time of occupancy, preparation, rehearsal, and and/ or clean up time. The Community Room is available for rental Saturday, Sunday from 6:45 a.m. – 5:45 p.m.; Monday, Thursday, Friday 8:45 a.m.- 5:45 p.m. and Tuesday, Wednesday 8:45 a.m. to 4:45 p.m.

Applications are not accepted from minors.

Payment of fees:

After approval of reservation a Security Deposit or entire fees must be submitted within 5 business days. All fees must be paid two weeks prior to event date. If the appropriate fees are not received accordingly, the reservation will automatically be cancelled. Checks or money orders need to be made payable to: Los Angeles County Department of Beaches and Harbors.

Cancellations:

When an event is cancelled after permit fees have been paid, the applicant may select another open date up to six months in advance. If a satisfactory date cannot be arranged, a written request from applicant for cancellation may be submitted at least three days prior to reservation date.

Alcoholic Beverages:

No alcoholic beverages may be sold or consumed within the park or community room (may be approved with proper permit)

Decorations:

All decorative materials, including paper products, must be flameproof. No tacking or taping is allowed. Groups must remove all decorations before leaving the premises.

Vehicle Access:

If vehicular access into park is necessary for loading or unloading of equipment, arrangements must be made and approved one week in advance with park manager regarding use of service road.

Music/Entertainment:

Any use of radio, record players or entertainment must be indicated on the reservation application and discussed with park staff prior to approval of permit. No amplified music is allowed, unless approved by Park Staff.

Provisions:

12 tables and 175 chairs. Permittee is responsible for set up and take down of set-up.

Kitchen:

The kitchen is equipped with a stove, microwave, oven, refrigerator, and a 50 cup coffee urn.

Groups should plan to furnish their own service, utensils, paper supplies and/or dishwashing supplies necessary. The park does not provide dishes, silverware, cookware, or cleaning supplies.

Cleaning:

It is the responsibility of the permit holder to thoroughly clean the room and kitchen at the end of the event, e.g. sweep the floor, mop floor stains, clean the walls, etc. Make sure to get a verbal approval from a park attendant at the end of the event. **NOTE: If the room and kitchen are not cleaned or the facility is not vacated on time, your SECURITY DEPOSIT will not be refunded.**

Refund Request:

Refunding of deposits take approximately 45 working days.